

Managing User Data – Change User Data

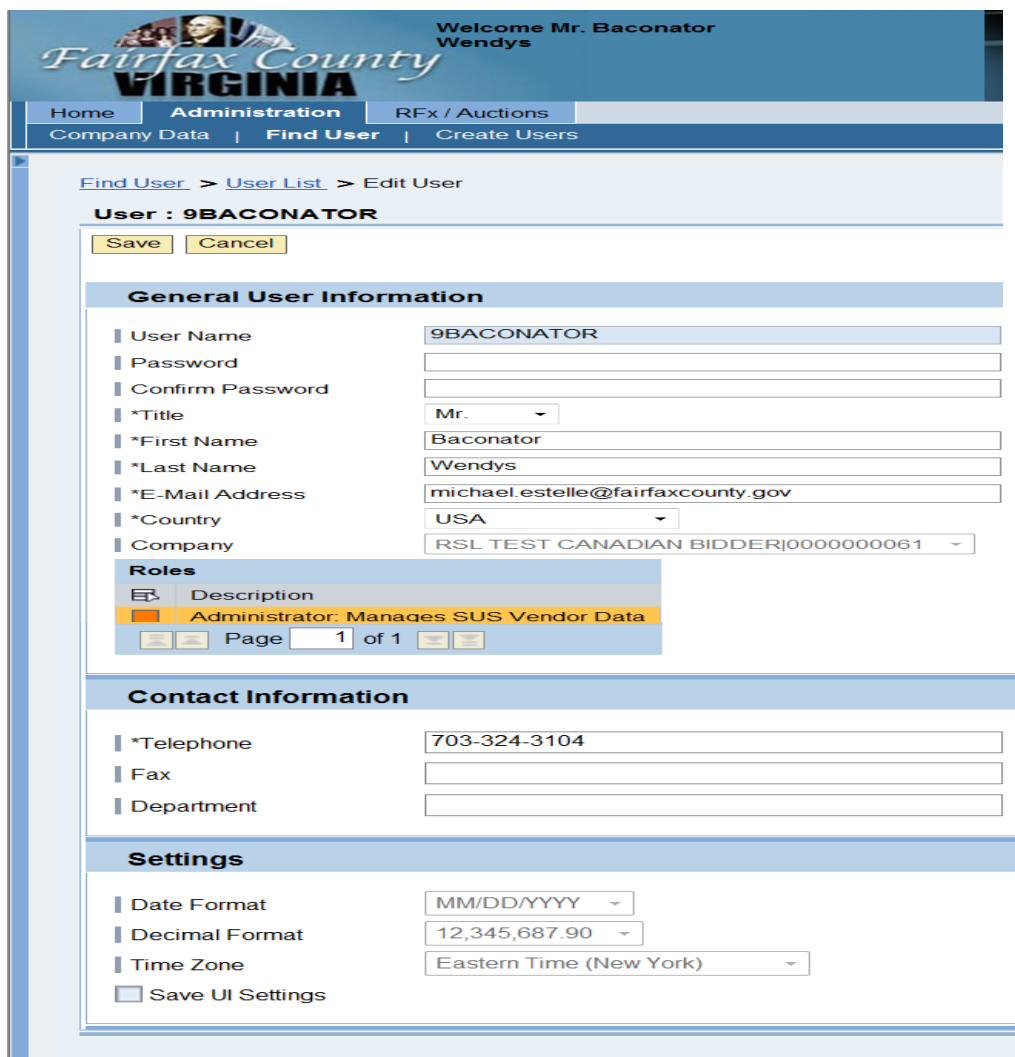
Once the user has been identified the Administrator has the authority to change the User data by selecting the second icon from the User List.

Change Icon:



Change User Information

- Selecting the change icon will open the User information section already in “update” mode.
- Enter the changes and select the save button.



The screenshot displays the 'Edit User' form for user 9BACONATOR. The interface includes a navigation bar with 'Home', 'Administration', and 'RFx / Auctions'. The 'Administration' section is active, showing 'Company Data', 'Find User', and 'Create Users'. The breadcrumb trail is 'Find User > User List > Edit User'. The form has 'Save' and 'Cancel' buttons at the top. The 'General User Information' section contains fields for User Name (9BACONATOR), Password, Confirm Password, Title (Mr.), First Name (Baconator), Last Name (Wendys), E-Mail Address (michael.estelle@fairfaxcounty.gov), Country (USA), and Company (RSL TEST CANADIAN BIDDER|0000000061). The 'Roles' section shows a table with one role: 'Administrator: Manages SUS Vendor Data'. The 'Contact Information' section has fields for Telephone (703-324-3104), Fax, and Department. The 'Settings' section includes Date Format (MM/DD/YYYY), Decimal Format (12,345,687.90), Time Zone (Eastern Time (New York)), and a 'Save UI Settings' checkbox.

- Saving the changes to the User information will open the display User information screen to verify your changes.